



# Maryland Judiciary

## Job Announcement

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<b>Opening Date:</b>	July 16, 2015	<b>Closing Date:</b>	July 23, 2015
<b>Job Title:</b>	Managing Staff Attorney	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	049337	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	Court of Special Appeals, Staff Attorney's Office Annapolis, Maryland	<b>Grade/Salary:</b>	S05 \$74,974 - \$89,851 (Depending on Qualifications)
		<b>Financial Disclosure:</b>	Yes

### OPEN TO MARYLAND JUDICIARY EMPLOYEES ONLY

**Essential functions:** The Managing Staff Attorney ("MSA") manages the Staff Attorney's Office of the Court of Special Appeals, which includes assigning, supervising, and evaluating the work of 13 Staff Attorneys, one paralegal, and one Administrative Assistant. The MSA communicates regularly with the Chief Judge and the Clerk/Administrator of the Court of Special Appeals to evaluate and recommend policies and procedures effecting the preparation of direct appeal opinions and the review and presentation of applications for leave to appeal. The MSA assesses problems and provides advice to the Chief Judge and Clerk/Administrator on matters related to the review and resolution of direct appeals and applications for leave to appeal and the Court's rulings on the same, and on the efficient use of Staff Attorneys in that process. The MSA is intimately involved in the hiring, training, and evaluation of Staff Attorneys assigned to the Staff Attorney's Office and communicates regularly with the judges of the Court of Special Appeals regarding Staff Attorney performance and production. The MSA prepares draft appellate opinions for authoring judges, and assigns, reviews and edits draft appellate opinions, as needed, prior to submission. The MSA performs other duties as assigned.

**Education:** Juris Doctorate and member in good standing of the Maryland Bar.

**Experience:** Eight years of legal experience, with two years of managerial experience and/or supervisory experience supervising other staff attorneys.

**Preferred:** Experience in Maryland Judiciary's Appellate Courts.

**Skills/Abilities:** Knowledge of Maryland rules, operating procedures of the Court of Special Appeals, and the policies and procedures of the Office of Human Resources; Broad knowledge of Maryland, and some Federal, criminal and civil law; Thorough knowledge of the Maryland Appellate process; Excellent oral and written communication skills; Excellent interpersonal skills; Ability to assign, monitor, and evaluate the work of a staff of professional lawyers; Ability to communicate with judges in a tactful and sensitive manner; Ability to develop and revise procedures and practices; Ability to recognize and assess problems and recommend solutions thereto; Ability to perform all essential functions of the position.

**All applicants must complete a Maryland Judiciary Employment Application and submit a resume to be considered for this position (unsigned applications will not be accepted). Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Court of Special Appeals  
Robert C. Murphy Courts of Appeal Building  
361 Rowe Boulevard  
Annapolis, MD 21401  
Attention: Greg Hilton, Clerk/Administrator

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodations for an interview should request this in advance. The selected candidate will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**